

Also add HQ AFMC EGLIN AFB FL//DOV// anytime Operations/Publications/Life Support equipment/Aircrew Procedures are involved. Center safety offices will screen messages for crosstell value and send to appropriate functional managers and subordinate units that have a need to know.

4.8.2.3. Within AFMC, all mishaps are numbered sequentially by month.

4.12.2. In AFMC, AFMC Form 12, **Record of Injury/Illness and Treatment**, is used to notify appropriate base agencies of injuries and illnesses. Base Medical Services prepares and distributes the AFMC Form 12 for each occupational military or civilian injury and military nonoccupational injuries.

- The medical facility keeps the original of the AFMC Form 12, sends page 2 to the installation safety office, and sends the remainder of the copies to the immediate supervisor of the injured employee. When an occupational illness is suspected, forward a copy of the AFMC Form 12 to Military Public Health or Occupational Medicine Services, depending upon local organizations.
- The supervisor completes the reverse of the AFMC Form 12 and forward copies 3 and 4 to the base safety office within 3 workdays. Copies 5 and 6 are forwarded to the Civilian Personnel Flight for civilian employees.
- The Base Ground Safety office retains all returned AFMC Forms 12 as part of the official mishap investigation report. Copies will be retained for five years (AFMAN 37-139, Records Disposition Schedule, Table 91-5, Rule 12).
- If only first aid treatment is administered at the medical facility and the injured employee is returned to duty without restrictions, then the medical facility completes the AFMC Form 12, retains the original copy and forwards the remainder of the copies to the base safety office. (Any one-time treatment, and any follow-up visit for the purpose of observation, of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care. Such one-time treatment, and follow-up visit for the purpose of observation, is considered first aid even though provided by a physician or registered professional personnel.) The base safety office will pursue further investigation at that time based on the potential of the incident. Supervisor copies are not required for first aid injuries only if there is no other safety concern.

4.12.2.1. In AFMC, the AFMC Form 12 may be used for reporting occupational illnesses and injuries. Occupational Health will determine and submit the information on an AF Form 190, **Occupational Illness/Injury Report**, if the illness or injury warrants.

4.12.2.2. In AFMC, all injuries (CA-1s) and illnesses (CA-2s) forwarded off the installation to the regional office of worker's compensation programs to be recorded on the log of Occupational Injuries and Illness (AF Form 739 or equivalent).

Table 4.1, Rule 24, Column D. Send one copy of the AF Form 711GC, **Life Sciences Report of a Class C Physiological Mishap**, to HQ AFMC/SGPA, 4375 Chidlaw Rd, Wright-Patterson AFB OH 45433-5006.

Table 4.2, Line 14, Column A. HQ AFMC, Wright-Patterson AFB OH.

Table 4.2, Line 14, Column B. SEF, SEW, SEG, and SES.

Table 4.2, Line 14, Column C. All mishaps. Route messages to appropriate disciplines: Flight (SEF), Weapons includes nuclear, nonnuclear, explosive, missile, space launch safety type mishaps (SEW), Ground (SEG), and Systems (SES).

Table 4.2, Line 26, Column A. HQ AFMC, Wright-Patterson AFB OH.

Table 4.2, Line 26, Column B. Change DOF to DOA.

5.1.1. (Added) BP's briefings to AFMC/CC on Class A and selected Class B mishaps are required upon completion of the formal report. The BP will advise HQ AFMC/SE when an estimated completion date has been determined so the briefing can be scheduled. Specific guidance in preparing this briefing is contained in attachment 5(Added).

5.1.2. (Added) The BP will leave a copy of the AFMC/CC briefing slides and script with HQ AFMC/SE after completion of the briefing.

5.1.3. (Added) Squadron Commander's Briefing to AFMC/CC. Mishaps involving a fatality (military on/off-duty, civilian on-duty) require the squadron commander sustaining the loss to brief AFMC/CC on the details of the mishap. The squadron commander's supervisor will also attend this briefing. Specific guidance will be provided by HQ AFMC/SEG, DSN 787-7131, Commercial (937) 257-7131.

5.1.3.1. (Added) Additionally, squadron commanders or equivalent will brief all suicides, (military and civilian, on/off duty) to victim's Center Commander. Packages from that briefing are prepared to include lessons learned and recommendations. Those packages are then sent to HQ AFMC SG who staffs the package and sends to AFMC CC. Lessons learned and recommendations are then sent to HQ AFMC Community Action Information Board (CAIB) who distributes the information to the base Integrated Delivery System (IDS). Contact HQ AFMC SG for questions, DSN 787-6504 or 787-6210.

5.2.2. The BP/IO should have Part 1 reviewed by a staff judge advocate/AFSC representative to determine that no privileged information is included. The staff judge advocate will not have access to Part 2, be a member of the board, participate in the investigation, nor be an advisor to the AFI 51-503. Review by a staff judge advocate outside AFMC may be done. Coordinate with HQ AFMC/SE and the parent MAJCOM for approval.

5.4.6. A sample formal report cover is at attachment 6(Added).

5.12. Use certified mail when sending formal reports by mail.

5.12.2. A sample letter of transmittal is at attachment 7(Added).

Table 5.1, Line 13, Column B. ASC/SEF, 1865 4th Street, Room 232, Wright-Patterson AFB OH 45433-7128.

Table 5.1, Line 17 , Column B. HQ AFMC/SE, 4375 Chidlaw Rd, Ste 6, Wright-Patterson AFB OH 45433-5006.

Table 5.1, Line 26, Column B. Send one copy of the AF Form 711GA, **Life Sciences Report of an Individual of an AF Flight/Flight Related Mishap**, to HQ AFMC/SGPA, 4375 Chidlaw Rd, Wright-Patterson AFB OH 45433-5006.

Table 5.2, Line 10, Column B. ASC/SEF, 1865 4th Street, Room 232, Wright-Patterson AFB OH 45433-7128.

Table 5.2, Line 14, Column B. HQ AFMC/SE, 4375 Chidlaw Rd, Ste 6, Wright-Patterson AFB OH 45433-5006.

Table 5.3, Line 15, Column B. HQ AFMC/SE, 4375 Chidlaw Rd Ste 6, Wright-Patterson AFB OH 45433-5006.

Table 5.4, Line 10, Column B. HQ AFMC/SE, 4375 Chidlaw Rd Ste 6, Wright-Patterson AFB OH 45433-5006.

Table 5.5, Line 13, Column B. HQ AFMC/SE, 4375 Chidlaw Rd Ste 6, Wright-Patterson AFB OH 45433-5006.

Table 5.5, Line 17, Column B. ASC/SEF, 1865 4th Street, Room 232, Wright-Patterson AFB OH 45433-7128.

6.4. Each reviewing commander, single manager (SM) and other parties directly or indirectly involved beginning with the wing experiencing the mishap will have 30 days from receipt of the formal report and the HQ AFSC/CC Review/Endorsement tasking message to review and forward endorsement to HQ AFSC/SEF. The endorsement includes concurrence/nonconcurrence with the findings and recommendations. For "nonconcurrence" or "concur in part" with a finding and/or recommendation, include suggested wording for the finding and/or recommendation, with rationale. The SM is responsible for providing the AFMC endorsement in those cases which address materiel failures. Additionally, those recommendations which task AFMC for which the SM is clearly the responsible action agency, the SM will change the affected recommendations OPR from AFMC to the SM involved. Include the lead command as OPR/office of collateral responsibility on all those recommendations where adequate program funding is required. The SM will also comment/evaluate any AFMC Additional Finding/Recommendations of Significance that are include in the formal report. This endorsement will be transmitted via message to the same addresses as the AFSC request for endorsement report message.

11.4.4. (Added) HQ AFMC/SEG will review the report and forward to the appropriate system, product group or materiel group managers (PGM/MGM) for review/action on recommendations if such actions have not already occurred through the MSTG/DB10-10 process. Risk assessment codes may be assigned to the hazard identified.

11.8. Occupational Health personnel investigate and report occupational illnesses. The AFMC Form 12 will be used for this purpose. Occupational Health will submit an AF Form 190 if the illness or injury warrants.

11.9.1. Centers/wings prepare Monthly Log of Mishaps according to attachment 7(Added).

12.3.5. DULL SWORD reporting is the responsibility of the center/wing weapons safety office.

Chapter 16

MATERIEL SAFETY PROGRAM

16.1. Materiel Safety Program:

16.1.1. The AFMC Office of Safety (HQ AFMC/SE) is responsible for the materiel safety program and:

- Provides policy and defines processes.
- Evaluates corrective actions assigned to AFMC and AFMC supported organizations by the mishap recommendation process.
- Manages AFMC response to formal mishap reports.
- Provides information on the materiel safety program to the AFMC Commander and staff.
- Reviews materiel deficiency data and materiel safety database 10 (DB10) entries to ensure adequate and timely corrective action.
- Refers MSTG action items to centers.
- Maintains record file copies of all open Class A, B, formal Class C mishaps and HAP reports.
- Measures, evaluates and works to improve materiel safety program processes.
- Coordinates with HQ USAF, the AFSC, other MAJCOMs and services as required.

16.1.2. CCs establish materiel safety programs that:

- Cover all supported systems and equipment.
- Have an MSTG with appointed chairperson.
- Hold MSTG meetings as required to efficiently manage the program.
- Are staffed to ensure timely processing of MSTG matters.
- Facilitates agreements between program managers and customers concerning validation of safety deficiencies and corrective actions and refers unresolved issues to HQ AFMC/SE.

16.1.3. Materiel Safety Program Manager (MSPM) manages the center program and reports directly to the MSTG chairperson concerning MSTG and Materiel Safety Program issues.

16.1.3.1. Serves as MSTG assistant chairpersons.

16.1.3.2. Ensures effective management of the materiel safety programs.

16.1.3.3. Ensures actions directed by the MSTGs are accomplished and documented in DB10.

16.1.3.4. Reviews mishap reports to ensure the MSTGs work all safety deficiencies and helps prevent the inclusion of known safety deficiencies in new or modified systems and equipment.

16.1.3.5. Reviews all items referred by HQ AFMC/SE and enters comments in the MSTG DB10.

16.1.3.6. Publishes policy and directives as needed to implement center materiel safety programs.

16.1.3.7. Manages the materiel safety DB10 and ensures currency and accuracy of data items.

- A list of MSTG agenda items are reviewed and updated in DB10 on the bulletin board within 5 workdays of a meeting and kept on the bulletin board until the next MSTG meeting. (see attachment 9(Added), sample format).

- Other centers entries are reviewed and action items assigned to the appropriate offices.

16.1.3.8. Monitors action items transferred to other centers and ensures Mishap (780) records are updated.

16.1.3.9. Reviews SM mishap report memorandums of endorsement and intent to ensure that all materiel deficiencies have been investigated and action taken. A recommended format for memorandums of endorsement and intent is in attachment 10(Added).

16.1.3.10. Provides DB10 access to support contractors (as required) (attachment 11{ Added}).

16.1.3.11. Ensures materiel safety deficiencies reported from any source are included in MSTG agendas.

16.1.3.12. Attends Configuration Control Boards (nonvoting member) and System Safety Groups (advisor) to coordinate safety deficiency actions.

16.1.3.13. Participates in local meetings, conferences, etc., that involve materiel safety program issues.

16.1.4. Center offices and organizations appoint MSTG members and alternates who:

- Attend MSTG meetings when their action items are reviewed.
- Tell MSPMs about safety deficiencies found during mishap investigation support, special studies, analyses, etc.
- Give MSPMs the current status of their action items at least 5 workdays before MSTG meetings.
- Tell MSPMs about potential or known delays in responding to formal investigation reports.
- Tell MSPMs about local meetings, conferences, etc., that will involve materiel safety program issues.
- Ensure all mishap and nuclear safety DR are appropriately reviewed.
- Set up focal points for tracking organization safety deficiency actions.
- Tell Defective Parts and Component Control Program (DPCCP), operations branch monitors about hazardous materials that have demonstrated impacts upon safe operations.
- Help their organization expedite corrective action and tell the MSTG about actual or anticipated delays.

16.1.5. Human Factors Program managers provide help to the MSTG on personnel safety and man-machine interface problems (as applicable).

16.2. Materiel Safety Task Group. Helps integrated weapon systems management (IWSM) SM and center offices improve the safety of their products and mishap prevention processes by ensuring adequate and timely actions are taken to correct safety deficiencies. They develop and review status of responses to mishap report recommendations, status of action items transferred from other centers, and status of action items established locally or by HQ AFMC/SE. They ensure effective materiel safety cross-talk at the center, between the center and its customers, and between centers.

16.2.1. Composition. MSTGs work best when:

16.2.1.1. CCs appoint chairpersons from the directorate level and alternate chairperson from deputy directorate level.

16.2.1.2. Assistant chairpersons are MSPMs.

16.2.1.3. Membership includes (see note 1).

action by SMs or offices at other centers, the owning center that created the Mishap Report establishes a Tasking Record (288). New records will be reviewed at the next MSTG meeting. All records are updated within 5 days after MSTG review and as actions occur.

16.2.2.2.1. Mishap Records (780). Mishap records are created from the following:

- Class A and B mishaps.
- Formal Class C and HAP mishaps.
- Class C and HAP mishaps with recommendations assigned to SMs or centers for action.

16.2.2.2.1.1. Mishap records are not closed until all actions are complete.

16.2.2.2.2. Tasking Records (288). Tasking records are created from the following.

- Mishap recommendations requiring action by SMs at other centers.
- DRs identified by the MSPM/SM as having safety implications.
- Emergency Materiel Improvement Projects.
- Status reports on safety TCTOs from sources other than mishaps.
- Other hazards, potential hazards, studies, etc. identified by HQ AFMC/SE.
- Other matters of interest to MSTGs.

When a Tasking Record is created the mishap record must contain the accession number of the tasking record. The Tasking Record must also contain the mishap accession number. This allows for cross-referencing among the different records. The information should be placed in the Mishap Record under Field I570 and under Field I60 of the Tasking Record. The owning center MSPM and the gaining center MSPM must coordinate the transfer. After the Tasking Record is created and is ready for transfer, the MSPM advises HQ AFMC/SEF of the accession number and the ALC to be transferred to. HQ AFMC/SEF transfers the record from the originating center's file to the gaining center's file. The gaining center reports the transferred action item through its MSTG. The owning center updates the recommendation to show the transfer. The recommendation of the Mishap Record is kept open until the Tasking Record is closed. The gaining center requests HQ AFMC/SEF transfer the record back to the owning center when action is completed. A Tasking Record can only be closed by the owning center. A Tasking Record is not required if handled locally.

NOTE:

When the new Windows compatible database comes on-line, the Tasking Record will be input and transferred by the owning center. The Tasking Record will be combined in the Mishap Record, if associated, or could be used as a stand-alone.

16.3. Security Classification and Marking:

- DB10 records will not contain classified information (AFI 31-401, *Managing the Information Security Program*).
- DB10 records are "FOR OFFICIAL USE ONLY." When a record is printed each page is marked according to AFI 91-204, figure 4.1.

16.4. Action to Help Identify Mishap Causes:

16.4.1. Investigation Support Capability. SMs, centers and laboratories have capabilities to help determine mishap causes involving materiel failure, materiel deficiency (including technical orders {TO}), design deficiency, human factors and operating procedures. When notified of a Class A mishap, HQ AFMC/SE calls the investigating MAJCOM safety office and AFSC to coordinate responsibilities for investigation support. The object is to get the correct SM, center office or laboratory connected directly with the SIB. Support is provided to help determine the cause of the mishap and get first-hand information to speed corrective action.

16.4.2. When the investigating MAJCOM safety office and AFSC agree that assistance will be needed, HQ AFMC/SE calls the SM, center office or laboratory (support agencies). The support agency contacts the SIB to determine what kind of help is needed. The support agency works with the SIB until the investigation is over and assistance is no longer needed. This process works best when the appropriate IWSM SM assumes support agency responsibility for all assistance requests from SIBs investigating mishaps involving his or her system.

16.4.3. When on-scene help is required, the support agency tells the SIB when and where the assistance team will arrive. The support agency will inform their center safety office as a courtesy when they support a SIB. The support agency will inform the MAJCOM safety office and AFSC as assistance information and changes occur. The closest center may be asked to conduct preliminary investigation assistance on behalf of the support agency.

16.4.4. Assistance is sometimes needed immediately and personnel, especially contractor personnel, may not have time to get official written orders. This makes it difficult for them to get identification, area ration cards and access to government facilities such as transportation, lodging, base exchange privileges, etc. The support agency sends a message to the SIB giving the name and organization of the team members to arrange support until formal orders are sent to them.

16.5. Investigation Support Requirements. SMs provide the center safety offices rosters of qualified investigation assistance team members. The roster contains passport and immunization status (maintained according to Air Force directives). The rosters should have a minimum of a primary and alternate specialist for each major area needed to support each weapon system. Engineering functions designate personnel as required to support mishap investigations.

16.5.1. Center safety offices should work with the SM to provide team members with training on duties and responsibilities. Team members should be familiar with AFI 91-series directives applicable to mishap reporting and investigation

16.5.2. Support agencies develop mishap investigation checklists for team members. Send a copy of the checklist to the center safety office for review. Checklists give:

- A general overview of the system involved.
- A discussion of historical failure modes.
- Instructions on how to prepare written reports.
- Names and telephone numbers of major subsystems investigation specialists and laboratory contacts.

16.6. Component Failure Analysis. When the cause of component failure or malfunction cannot be determined on site, the item is shipped to a facility for a priority disassembly inspection and TDR. SMs will expedite actions on mishap exhibits and control TDR requests (see TO OO-35D-54). When the TDR

exhibit is received, the cognizant SM provides addressees with the estimated completion date. If this date cannot be met, the addressees are told why and advised of the new estimated completion date.

16.6.1. DCIS Notification of Defective/Nonconforming Parts. Periodically SMs receive DCIS notifications of potentially defective or non-conforming parts that may not be associated with a specific mishap or DR. Because the determination of what is flight critical/safety of flight can affect each weapons system differently, SM's will review these notifications for flight critical/safety of flight implications for their weapon system. The SM's documentation/closure of these reviews and associated risk analysis should be accomplished by any of the following: MSTG action item, system safety group action item, or product improvement working group action item. It is recommended that these items be handled at the highest level possible, preferably at Depot level.

16.7. Technical/Engineering Evaluation and Corrective Action. SMs review mishap reports to determine the components involved and notify other SMs when their components are affected. SMs, center offices and laboratories also review mishap report findings, causes and recommendations to determine requirements for action to change flight operating procedures, to further analyze materiel and human failure, and to correct materiel and maintenance deficiencies. Design deficiency information is sent to Aeronautical Systems Center (ASC). During an investigation or subsequent evaluation, SMs should be especially alert for unusual failure modes or irregularities such as deviation from materiel specifications.

16.7.1. When contractor engineering support is required, SMs ask HQ AFSC/JAR to send sanitized extracts to the contractor.

16.7.2. When aircraft or air-launched missile incur grounding action, or action is required prior to next flight, the SMs prepare the recommendation according to TO OO-5-15 and coordinate with the appropriate HQ AFMC organization (info HQ AFMC/IA when Military Assistance Program or foreign military sales aircraft are involved) for their action. Send an info copy to HQ AFMC/SE, HQ AFSC/SE and HQ USAF/SE.

16.7.3. SMs develop changes needed to maintenance and flight operating procedure manuals.

16.7.4. SMs prepare and issue TOs to correct material deficiencies which cause or contribute to a mishap.

16.8. Mishap DR Processing. SMs ensure proper distribution of all mishap DRs received. They provide distribution instructions to message and mail receiving centers when required.

16.8.1. Copies are sent to other SMs, center offices, other centers and laboratories, AFMC field teams and other agencies according to TOs OO-35D-54 and OO-25-115.

16.8.2. PGMs, MGMs and system program directors (SPD) exchange copies of DRs to ensure appropriate crossfeed for effected systems and components.

16.8.3. MSPMs and the center safety offices are notified of all mishap related DRs.

16.8.4. When a weapon or support system is in acquisition or undergoing modification, the SM contacts the responsible prime Air Force engineering agency to ensure that the pertinent technical information contained in mishap reports has been received. If necessary, the SM extracts the required information from these reports and provides it to the agency requiring this data. This action aids in the timely development of a fix when reports indicate known or suspected materiel or design deficiencies.

16.9. Response to Formal Mishap Reports:

16.9.1. SM/SPD/MGM/PGM Response to Formal Mishap Reports. If the SM/SPD/MGM/PGM concurs with the recommendations as written, when they nonconcur, or concur in part, with the recommendations, a Message of Endorsement must be sent. These updates should be recorded in DB10 within 60 days of the mishap (this alerts AFSC whether or not a memorandum will be sent). Inputs to DB10 are as follows:

- When the SM concurs, "CONCUR" is input into the appropriate "Position" field of the 780 record. Identify in this field what agency concurred and who made the update.
- When the SM nonconcur, "NONCONCUR" is input into the appropriate "Position" field of the Mishap record. Identify in this field what agency nonconcurred and rationale behind it and who made the update.
- Coordinate endorsements with the program executive office/designated acquisition commander, the MSPM, and the center safety office and send to HQ AFSC/CC within 30 days of the AFSC message requesting comments, changes and endorsements.
- Endorsements will include specific rationale when disagreeing with the findings and recommendations.
- When the SM "nonconcur" on a materiel, materiel related recommendation(s), AFMC/CC will be the final reviewing authority for this message. SM will prepare the message in the prescribed format and transmit it to HQ AFMC/SE for HQ AFMC coordination. HQ AFMC/SE will finalize the message, adding AFMC/CC supporting comments (as required) and transmit it according to AFSC message tasking.
- Materiel and materiel related is defined as parts and pieces. It does not include TCTO (paper) changes. Do not send message to HQ AFMC/SE for Nonconcurrence of Findings. We are concerned with actions taken on recommendations only.
- Send a copy to HQ AFMC/SE and all addressees on the AFSC message requesting comments via message format. (attachment 10 Added).
- If the SM changes a position in the original endorsement after the 30 day suspense, record these position changes in DB10-10.
- When the 30 day suspense does not allow time to adequately evaluate the findings and recommendations of the mishap report, request an extension from HQ AFSC/CC, giving justification for the delay, action being taken and the date the endorsement will be sent.

16.9.1.1. SPDs will prepare an annual briefing for the AFM/CC on closure of mishap recommendations. Include closed recommendations, recommendations open for greater than two years and any items of interest (open or closed). MSPMs will assist SPDs with briefing coordination.

16.9.2. Additional Recommendations. The investigating MAJCOM may decide that additional actions beyond SIB recommendations are required. They work with the responsible action agency to develop and validate the technical feasibility of these recommendations. Once validated, the investigating MAJCOM includes them in their command endorsement. The responsible action agency evaluates, comments, and takes action on them. Report the actions as follows:

- If time permits, include the additional recommendations in the mishap report endorsement.
- If the endorsement has been forwarded, send supplementary endorsements to HQ USAF/SE within 30 days from receipt of the additional recommendations.

- MSPMs ensure that the additional recommendations are put into DB10 in the corresponding Mishap record and that the MSTG tracks them until closed. If the Mishap record in DB10 has been closed and must be reopened, report only the additional recommendations and corrective actions.
- Prepare endorsements/supplementary endorsements only if the responsible action agency disagrees with the findings, causes or recommendations. If there is no disagreement, enter the additional findings, causes or recommendations in DB10.

16.9.3. Other Findings and Recommendations of Significance. These are safety-related recommendations and findings developed during the mishap investigation which are not part of the mishap sequence. These noncausal findings and recommendations may cover a wide variety of subjects. They are part of the final message and formal report and are to be addressed as part of the SM's endorsement on the mishap to AFSC via message. Handle these findings and recommendation in the same manner as in paragraph 16.9.1. The SM/responsible action agency inputs these findings and recommendations into the Mishap record in DB10 as an additional finding and recommendation and update action on these recommendations in DB10 according to paragraph 16.2.2.2.

16.9.4. AFMC Response To Formal Mishap Reports. When a HQ AFMC office is the responsible agency it will comply with 16.9.2. bullets 2, 3, and 4. HQ AFMC/SEF will do inputs for these offices into the Materiel Safety DB10.

16.9.5. Memorandum of Final Evaluations (MOFE). When HQ AFSC/CC adds or changes mishap findings, causes or recommendations, or nonconcur with an SM or AFMC position in the MOFE, an action letter/message may be sent to HQ AFSC/CC within 45 days of the MOFE date. If an AFMC action agency disagrees, the center or laboratory safety office sends their action letter to HQ AFMC/SE within 40 days of the date of the MOFE. If there is no disagreement, the action agency enters the findings and recommendations in DB10. When entering these findings and recommendations enter them below the original findings and recommendations. For findings or recommendations that have been deleted by the MOFE keep the original findings and recommendations and make a note in the Mishap that they were deleted by the MOFE.

16.10. Commander's In-Person Reports. The SM or other responsible agencies may be asked to give to the AFMC Commander a briefing on mishaps where the SIB findings identify their activity as having significant involvement.

16.10.1. The briefer gives:

- A concise description of the mishap.
- A brief review of the mishap report findings and recommendations and the agency's concurrence or nonconcurrence.
- Brief history of any previous mishaps with related findings or recommendations.
- Any violations of directives discovered during the mishap investigation.
- Corrective actions taken or planned, with completion dates.
- If the briefing is not conducted by Video Teleconferencing, the briefing project officer tells HQ AFMC/SE of additional attendees for the briefing and identifies briefing aids/requirements.

16.11. (Added) Form Prescribed. AFMC Form 12.

- Findings. Use left and right projection if necessary to show all of them at once. Use the number of slides necessary without overcrowding. If more than two slides are required, no problem.
- Recommendations. Again use left and right projections as necessary.
- Other Findings and Recommendations of Significance. Put each finding and recommendation tie to it on the same slide if possible.

A5.5. Slides and or viewgraphs can be prepared at AFMC. The graphics shop is near the IG office. It is recommended that you start on this project while still in the field location. Letters on viewgraphs will be a minimum of 1/4" (18 point) in height. Orient all maps, diagrams, and transparencies to north. Use vertical slides only when necessary (i.e., a TO page, AFTO Forms, 781, etc.).

Attachment 6 SAMPLE MISHAP FOLDER COVER PAGE

CLASS A

FLIGHT MISHAP⁽¹⁾

FORMAL REPORT

TYPE AIRCRAFT/SN, EQUIPMENT, BUILDING, FATALITY⁽²⁾

MISHAP WING

DATE OF MISHAP

MISHAP LOCATION

**COPYING OR RELEASE OF ANY PORTION OF THIS REPORT IS PROHIBITED
WITHOUT THE EXPRESS WRITTEN PERMISSION OF
THE AFSC COMMANDER**

FOR OFFICIAL USE ONLY

**THIS CONTAINS PRIVILEGED SAFETY INFORMATION. UNAUTHORIZED USE OR
DISCLOSURE CAN SUBJECT YOU TO CRIMINAL PROSECUTION, TERMINATION OF
EMPLOYMENT, CIVIL LIABILITY, OR OTHER ADVERSE ACTIONS. SEE AFI 91-204,
CHAPTER 1, FOR RESTRICTIONS. DESTROY IN ACCORDANCE WITH AFMAN 37-139,
RECORDS DISTRIBUTION SCHEDULE, WHEN NO LONGER NEEDED FOR MISHAP
PREVENTION PURPOSES.⁽³⁾**

**COPY OF
COPY TO:
ORGANIZATION AND OFFICE SYMBOL**

Note 1. Other examples: Class A Ground (Aircraft Involved) Mishap, Class B Operational Ground Mishap, etc.

Note 2. Examples: C-141B SN 67-0436, P-2 Fire Truck, Bldg 409 Structural Fire, Military Fatality, etc.

Note 3. Use this statement only on Aircraft Flight and Ground (Aircraft Involved) mishap formal reports.

Attachment 7 SAMPLE LETTER OF TRANSMISSION

LETTER HEAD (1)	
MEMORANDUM FOR: SEE DISTRIBUTION	
FROM: Safety Investigation Board President	
SUBJECT: Transmittal of Report of (DoD Class, Type Mishap) involving (Type Aircraft/SN, Equip/Vehicle), (Mishap Location), (Date of Mishap) (2, 3)	
1. In compliance with AFI 91-204, I am forwarding the attached report of (DoD Class, Type Mishap) report. This report requires special handling.	
2. Each agency identified as a recommendation OPR will review and take action according to AFI 91-204, chapter 6.	
3. This board produced (XX) copies of the formal report listed below.	
(Signature Block)	
President, Safety Investigation Board	
cc:	HO AFSC/JA, (Address), Kirtland AFB NM 87117 Cv 1, 2, 3
	HQ USAF/SEI, (Address), Washington DC Cy 4
	HO AFMC/SE, (Address), Wright-Patterson AFB OH 45433 Cy 5
	HO ASC/SE, (Address), Wright-Patterson AFB OH 45433 Cy 6
	AFI 51-503, Board President, Part I only Cy 7
	XXX (4) Cy XX
Note 1. Use letterhead stationery of convening command for report.	
Note 2. This letter of transmittal is placed on top of Part 2 of the formal report.	
Note 3. Example: Transmittal of Report of Class A Flight Mishap involving F-117A, SN 85-801, Holloman AFB NM, 15 Aug 1993.	
Note 4. Refer to Table 5.1, AFI 91-204, for aircraft mishap formal report distribution, and Table 5.6, AFI 91-204, for ground mishap formal report distribution.	

Attachment 8 MONTHLY LOG OF MISHAPS

BASE: BOONDOCK AFB, OK	MONTH: XXXX FISCAL YEAR: XX
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REPORT NO BASE CODE XYZ	MISHAP CATEGORY	CIVILIAN ON DUTY	MILITARY ON DUTY	MILITARY OFF DUTY				PROPERTY DAMAGE
				4WH	2WH	S & R	MISC	
04.001C	IND	\$1,050						
04.002C	PMV			\$750				
04.003C	PMV				\$375			
03.005C	IND		\$2250					
03.006C	SPORTS					\$1875		
03.007C	MISC						\$375	
03.008C	PD							\$10000

Number of Class D Civilian (NAF and DAF) injuries as shown

- A. Number of medical treatment (greater than first aid) cases: _____
- B. Number of lost-consciousness cases: _____
- C. Number of transfer or termination (due to injury) cases: _____
- D. Number of sudden incapacitation cases: _____

Attachment 9 DB10 BULLETIN BOARD SAMPLE FORMAT

DB10 Bulletin Board Sample Format		
An MSTG meeting was held at XX-ALC on XX Jan 95. The following MSTG items were reviewed and have been updated in DB10.		
288 No.	Accession No.	Subject
XX1151	1520	Aileron control bell crank assembly (XX93-002A Accession No. 4128)
XX2130	1820	Installation of relays to separate TACO/ILS, F-20.
XY1100	1701	Modification of F110 afterburner section.
780 No.	Accession No.	Subject
XX93-011A	2160	Class A mishap F-20, XX Jan 93
XX93-012H	2140	HAP C-17, XX Feb 93
XX93-018B	2201	Class B mishap, F-22, XX Feb 93
XX93-019C	2202	Class C mishap, C-17, XX Feb 93
Attention XY-ALC and HQ AFMC/SEF. All action has been completed on action item XY1100 and is ready for transfer for closing action.		

MICHAEL E. SCOTT, Colonel, USAF
Director of Safety